



# DDS Privacy Policy

March 2018

**DDS** is a consumer reporting agency governed by the U.S. Federal Fair Credit Reporting Act (“FCRA”), as well as The Consumer Financial Protection Bureau (CFPB) and other applicable laws. As such, DDS complies with and maintains both internal and external procedures to help ensure the confidentiality, integrity, and security of personal information that we obtain as a result of conducting background verification services for our clients.

## **1. Notice**

DDS receives personal information about consumers from its clients through a secure internet platform specifically designed to protect the transfer and storage of any private and personal information. DDS’s clients certify to DDS that (a) they have obtained the consumer’s consent to share this information with DDS for purposes of conducting background verifications on the consumer for employment or other permissible purposes under the FCRA and or other applicable law; (b) they will use the results of DDS’s background verification information for those permissible purposes only. This can include hiring, promotion, and discharge decisions, as they relate to employment as well as relevant information to real estate management to help make a rental decision.

## **2. Reported Information**

DDS prepares reports for its clients that are in compliance with FCRA or other applicable law and correspond with the consumer’s authorization. The report information can include, but is not limited to Social Security Number Verification, Criminal Convictions, Consumer Credit Report, Employment / Education History, Driving Record and Residence History.

DDS’ contact information is provided to the consumer in accordance with FCRA or other applicable laws, who may have inquiries, concerns or complaints with the information provided to the client. DDS will not use the consumer information for any other purpose than stated.

## **3. Transfers to Third Parties**

DDS will only disclose consumer information to the DDS client who is authorized to receive that information based on an executed Service Agreement between DDS and the client specifying that (a) the client comply with FCRA and other applicable privacy laws and (b) there is a written authorization from and by the consumer allowing both DDS and DDS’s client to have access to their information.

## **4. Access**

DDS allows the consumer to access and receive a copy of the information provided by DDS to the client in accordance with FCRA or other applicable law. Consumers may also request that DDS correct, amend or delete information that the consumer feels is inaccurate by contacting DDS directly at (800) 647-7999 (within the US) , or (718) 234-0005. The consumer can also email DDS at [service@employeescreening.com](mailto:service@employeescreening.com) with their concerns. In either case, DDS will require proof of the consumer’s identity prior to taking any further action. If DDS determines that there is a legitimate discrepancy in any reported information, DDS will (at its own expense) re-verify

any information in question and resolve the issue. If any information is amended due to a discrepancy, DDS will make that information available to the client as well as the consumer.

## **5. Security**

DDS takes all reasonable precautions to protect the personal information received about consumers. While DDS cannot guarantee the security of that information, we utilize a combination of online and offline security technologies, procedures and organizational measures to help safeguard consumer information against loss, misuse, and unauthorized access, disclosure, alteration and destruction.

DDS utilizes Secure Socket Layer (SSL) data encryption when data is transmitted over the Internet to our web site. There are layered firewalls and other security technologies to help prevent unauthorized access to our system. Strong password protection protocols are used on our computers, and employees are kept up-to-date on our security and privacy policies. The servers used to store consumer information are maintained off site and in a secure environment with appropriate security measures.

## **6. Data Integrity**

DDS is committed to take the proper legal steps in accordance with applicable law to ensure that the information we provide to clients and consumers is accurate, complete, current, and reliable for its intended use. DDS cannot be responsible for errors that exist within public court records or within records of other consumer reporting agencies, such as the national credit bureaus, and therefore cannot act as a guarantor of the information. As stated in section 4, DDS is available to any consumer who believes that the information provided is not accurate.

## **Changes to this Privacy Policy**

DDS may revise this policy as new products and services are added. If we decide to change the content of this Privacy Policy, we will post the revised policy in its place at this location. If we revise this Privacy Policy, we will not use or share your information in a way that is inconsistent with the policy that was in effect when your information was collected without first giving consumers the opportunity to opt out from such use or disclosure.

Contact Information

If you have any questions regarding our privacy policy, please contact us at:

DDS

7618 17th Ave.

Brooklyn, NY 11214

Attn: Compliance Officer